



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date 4/3/73	1. Agency Address Georgia Student Finance Commission Georgia Higher Education Assistance Corp. 2082 East Exchange Place, Suite 200 Tucker, GA 30084	Application Number 73-316-A	Date Received JUL 22 1986
Application Number 73-316		Date Completed SEP 10 1986	
2. Person to Contact Ralph D. Roberts <i>RDR</i>		Working Title Director, Administrative Services	Telephone Number 493-5430
3. Action Requested a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input checked="" type="checkbox"/> Amend Application No. 73-316 Check One: <input checked="" type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest FY 70		5. Records Series Title (followed by title used in office, if different) Continuous Bank Deposit Slip File	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The function of the Higher Education Assistance Corporation is to: (1) Guarantee student educational loans made by eligible lending institutions located throughout the state of Georgia. This includes the receiving, evaluating and processing of all student applications for loan guarantee. Approved applications are then processed for guarantee by the Corporation. (2) Represent or act as agent for eligible lending institutions in Georgia for the purpose of fulfilling requirements of Federal laws, rules, regulations or formulas pertaining to use of federal funds on guaranteed student loans. This included billing the Federal Government for interest due on each student loan and the subsequent disbursement to the proper lending institution; filing of all necessary documents, reports and information with the U.S. Office of Education; and maintenance of all accounting and other records for audit purposes and/or future reference.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. • Documents relating to: depositing funds received (student loan interest payments from the Federal Government, loan repayments from students, interest income, insurance premium Payments from lending institutions, etc.) into the Corporation's Federal Interest and Student Loan Reserve accounts. Included are: Bank Deposit Slips, Edit and Balance Reports, and other deposit supporting documents. File is arranged: File is arranged in Deposit Date Order			
8. Monthly Reference Rate How often are records referred to which are: One to six months old 10; Seven to twelve months old 2; Thirteen to twenty-four months old 2; twenty-five months and older 3?			
9. Annual Rate of Accumulation of Records Letter-size drawers 3; Legal-size drawers; Shelves; Other (specify)			

X	a. Is this the official copy of the series? If not, where is it?
X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
X	c. Is this a vital record?
X	d. Does this series have historical or long term research value?
X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
X	f. Is the information contained in this series ever published? If yes, attach copy.
X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
X	i. Is this series (or a major portion of it) regularly microfilmed?
X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|----------------|-----------------------------------|--------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | _____ years. |
| c. Federal law | 5 _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

Part 34, Chapter VI,

Federal Audit Purposes - SEE ATTACHED excerpt from Federal Register, Section 682.408.

These are supporting documents to student loan account files which must be retained for five years after loan is repaid or is determined to be uncollectible.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other _____ then,

- ☒ Hold in the current files area 6 month(s) _____ year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☒ Transfer to State Records Center; hold 4 1/2 year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Donald E. Payton</i>		<i>Ralph D. Roberts</i>	7/17/86
DONALD E. PAYTON, EXECUTIVE DIRECTOR		RALPH D. ROBERTS, ADMIN. SERVICES DIV. DIRECTOR	
		State Records Committee (Signature)	Date
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)	State Auditor/Designee	<i>W. H. Lewis</i>	8-21-86
	Secretary of State/Designee	<i>Edward Weldon</i>	8/19/86
	Attorney General/Designee	<i>Thayer</i>	8/10/86



STATE
OF
GEORGIA

313-16
Application for
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

PAGE
1

1. Application Date April 3, 1973	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE	
2. Agency Application No.		Date Received MAY 1 1973	Date Completed 73-3/6 MAY 2 1973
3. AGENCY, Division, Subdivision & Administering Office Address State Scholarship Commission State Scholarship Commission Division 270 Washington Street, Rm. 703C Atlanta, Georgia		4. Person to Contact Ralph D. Roberts Records Management Officer	
		5. Working Title Fiscal Officer	6. Tel. No. 656-3200

7. ACTION REQUESTED

☒ ESTABLISH DISPOSITION STANDARD;
RECORD WILL CONTINUE TO ACCUMULATE. ☐ DISPOSE OF PRESENT ACCUMULATION;
NO FURTHER ACCUMULATION ANTICIPATED

8. Earliest & Latest Dates of Series FY 70 thru FY 71	9. Exact Series Title BANK DEPOSIT SLIP FILE
---	--

10. What is the function of the office in which this record series is created?

The Scholarship Commission Division is responsible for administering programs relating to the recruitment of students into fields of study where a critical shortage of trained personnel exist, to providing financial assistance to students entering the paramedical, educational and other professional fields as defined and approved by the Commission, and to providing financial assistance to children of law enforcement officers, firemen, and prison guards who are permanently disabled or killed in the line of duty.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).

This series consists of a copy of the bank deposit slip with supporting documents filed in deposit date order.

ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers	Cu. Ft. of Records
Letter-size File Drawers				1	1
Legal-size File Drawers			Floor Space Occupied (Square Feet)	In Office(s)	In Storage Area(s)
10 x 12 x 15 Transfer Boxes	1	1		1	1
			AVERAGE DAILY REFERENCES	This Year's	Last Year's
				1	0
				0	0
				0	0

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

- | | YES | NO |
|---|--|--|
| 13. Is this the Record Copy of the series? | <input checked="" type="checkbox"/> [XX] | <input type="checkbox"/> [] |
| 14. Is there a duplication of this series in another office or agency? | <input type="checkbox"/> [] | <input checked="" type="checkbox"/> [XX] |
| 15. Is the information contained in this series ever summarized or published?
Attach copy of summary or publication. | <input type="checkbox"/> [] | <input checked="" type="checkbox"/> [XX] |
| 16. Does the series contain classified information requiring security handling? | <input type="checkbox"/> [] | <input checked="" type="checkbox"/> [XX] |
| 17. Does the series initiate, amend or terminate agency policies and procedures? | <input type="checkbox"/> [] | <input checked="" type="checkbox"/> [XX] |
| 18. Could the function be performed if the files were lost or destroyed? | <input checked="" type="checkbox"/> [XX] | <input type="checkbox"/> [] |
| 19. Is the series (or major portion of it) regularly microfilmed? If yes, why? | <input type="checkbox"/> [] | <input checked="" type="checkbox"/> [XX] |
| 20. Does the record series provide data as input to an EDP file? | <input type="checkbox"/> [] | <input checked="" type="checkbox"/> [XX] |
| 21. Does the record series contain documentation produced as EDP printout? | <input type="checkbox"/> [] | <input checked="" type="checkbox"/> [XX] |
| 22. Has the Federal Government issued instructions governing the retention/disposition of these files? Records must be kept 3 years for a possible Federal audit. | <input checked="" type="checkbox"/> [XX] | <input type="checkbox"/> [] |
| 23. Will there be a need for these records 10, 15 years from now? If yes, what? | <input type="checkbox"/> [] | <input checked="" type="checkbox"/> [XX] |

24. REQUIREMENTS. The following requires the files to be kept 3 years:

- a. ☐ STATE LAW b. ☐ STATUTE OF LIMITATION c. ☐ AUDIT PERIOD d. ☒ FEDERAL LAW e. ☒ ADMINISTRATIVE DECISION f. ☐ HISTORICAL VALUE
(Cite Law, Statute, or other reason for the retention requirement)

Records must be kept 3 years for a possible Federal audit.

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each ☐ CALENDAR YEAR ☒ FISCAL YEAR ☐ OTHER _____, then:

- ☒ Hold in the current files area _____ month(s)/ 1 year(s):
☒ Transfer to ☒ State Records Center ☐ Local Holding Area; hold 2 year(s):
☒ Destroy.
☐ Transfer to State Archives for permanent retention.
☐ Destroy immediately after cut-off.
☐ Other: (Specify)

The use of Federal money is involved in this file. The records must be kept for 3 years for the possibility of a federal audit.

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature)	Date	OTHER REQUIRED SIGNATURES	DATE
<i>Ralph D. Roberts</i>	4-3-73		
26. Recommendations in paragraph 25 are:	Agency Head/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>San R. [unclear]</i>	5/5/73
	State Auditor/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>William M. [unclear]</i>	5-2-73
	Secretary of State/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Carole [unclear]</i>	4-30-73
	Attorney General/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>R. [unclear]</i>	5-2-73

STATE RECORDS
COMMITTEE